

CHECK IT OUT!
The Bellevue Community College Library Media Center

Community College librarians and library staff are committed to helping students find the information they need to succeed in their classes and to enrich their daily lives.

Many of the tools offered by libraries are available from the library's web pages. The URL, or address, of the BCC Library home page is <http://www.bcc.ctc.edu/lmc/>; it can be linked to from the BCC home page, by clicking on the orange "Library" icon.

On the BCC Library home page is a link titled "Research Help". There are online tutorials here, to walk students through the process of searching the library catalog for books and audio-visual materials or of searching the EBSCOhost databases to find periodical articles. Handouts that we have created for students to demonstrate, for example, how to reference material used in writing a paper can also be downloaded.

Another link, called "Web Links", is mostly organized according to subjects taught at BCC. Sites found by using these links have been evaluated by librarians for accuracy and reliability. Heading the list are links to BCC sites, such as the BCC Writing Lab and the BCC Career Center; links to copyright information, several critical thinking sites, and basic reference sites such as online dictionaries.

To locate newspaper, magazine and journal articles whose full text is available on-line or which can be found in paper in the library, click on Periodicals/Databases. You will see a list of icons for the database vendors described below. Students who are using campus computers can access these resources directly. Students who are searching for articles from their homes or from other off-campus computers will find they need to know their student numbers and give their last names in order to log into the databases.

EBSCOhost is the vendor for databases covering most subjects taught at BCC. ProQuest allows retrieval of articles from local and national newspapers and from business "trade" magazines. Ethnic Newswatch covers many smaller publications whose audiences are particular ethnic groups, and is a good place to search for articles that may not appear in the mainstream press. PubMed is a free database to the summaries of articles in biomedical fields. Most of the articles are not available in full text for free, but can be found at the University of Washington Library.

Remember – help in searching the databases, in distinguishing scholarly from popular articles, and in referencing the articles you use to write your paper, can be found under the Library home page "Research Help" link.

The "Library Catalogs" link from the home page will take you to the Bellevue Community College Library Catalog, so you can determine if the books or A-V media you want are owned by the BCC Library. If you have a King County Library card or if it is more convenient for you to use the library of a community college near you, you can search those catalogs through the links provided here. To learn to search the BCC Catalog efficiently, you may want to go through the "Library Catalog Tutorial", whose link is immediately under "BCC Library Catalog".

If you want to check out a book from the BCC Library, you will need to come into the Library. Reference books often provide valuable overviews or detailed facts and

statistics on various subjects. Reference books cannot be checked out of the library. To use these, you will also need to come into library. Often the easiest way of finding material in reference books is to find the broad subject area for your area of interest, and browse the particular shelves where those subjects are housed. What is preferable, though, is: ask a librarian for help. A reference librarian is always assigned to the reference desk. She or he is trained to help students find exactly what they need, whether the material is located via the internet or is physically located in the library.

BCC's library collection is small. If we do not own what you need, we will try to obtain the material for you via Interlibrary Loan. Books can be borrowed for the student, and periodical articles can be photo-copied and provided to the student. There is no charge to the student for interlibrary loan, but, because there is a charge to the library for this service, we ask the students to limit their requests to three per quarter. A rule-of-thumb is that an interlibrary loan takes ten days to fulfill: therefore, it is important to research one's subject matter as soon as the topic is decided upon, to ensure having the material in hand when it is needed.

Many instructors at BCC put books, copies of articles, answer sheets or solutions manuals on "Reserve" at the library, so that each member of the class will have access to the material. Instructors' printed reserve material is kept behind the circulation desk in the library, and can be checked out for only a limited time only, such as two hours. Most often this material cannot be taken outside the library. A-V reserve materials can be found at the Media Services desk, and must be used inside the library.

It is very rare for the library to own textbooks, for the reason that it is not fair to most of the students if one person checks out the text for most of the quarter. However, an instructor may list "recommended" texts on the syllabus. Oftentimes these are well-known books owned by many libraries or sold by many bookstores. A student who plans ahead may want to borrow the material for the recommended reading early-on in the quarter, either from BCC or another library.

We urge you to come into the library and explore its many resources! Remember – we are here to help you learn!